
HANDBOOK BEGINS HERE

This section contains the requirements and policies with respect to the submission of bids or proposals.

HANDBOOK ENDS HERE

- .1 Counties in the management of the bid or proposal process shall require that:
 - .11 Bids or proposals shall be submitted so as to be received in the office designated in the bidding document not later than the exact time set for receipt.
 - .12 Bids or proposals, with required attachments, shall be submitted in the format specified by the county, and signed. The format shall provide for the desired sequence of the bid content and a model budget.
 - .13 Bids or proposals shall be filled out, executed, and submitted in accordance with the instructions which are contained in the IFB or RFP. If the bid or proposal is not submitted in the format specified by the county, it shall be rejected, unless the county determines that the nonconformity is not material, in which case it may be considered only if the bidder meets and accepts all the terms and conditions of the IFB or RFP.
 - .14 The county shall observe the following provisions regarding the receipt and consideration of late bids or proposals. Late bids or proposals are those that are received after the exact time set for receipt in the IFB or RFP:
 - .141 Any bid or proposal received at the office designated in the IFB or RFP after the exact time specified for receipt will not be considered unless it is received before award is made and either:
 - (a) The county has set forth an option, to be contained in the bidding document, for acceptance of bids and proposals by registered or certified mail, sent prior to the date specified for the receipt of bids or proposals.
 - (b) It is determined by the county that the late receipt was due solely to mishandling by the county after receipt at the county agency.

23-611	SUBMISSION OF BIDS OR PROPOSALS	23-611
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(Continued)

- .15 The only acceptable evidence to establish whether a bid or proposal is late or meets some of the exceptions listed in Section 23-611.14 and .141 above shall be:
 - .151 The date of mailing of a bid or proposal, modification, or withdrawal sent either by registered or certified mail is the U.S. Postal Service postmark on the wrapper or the receipt from the U.S. Postal Service. If neither postmark shows a legible date, the bid, modification, or withdrawal shall be deemed to have been mailed late.
 - .152 The time of receipt at the county agency is the time-date stamp of such county on the bid wrapper or other evidence of receipt maintained by the county.

23-612	RECEIPT AND EVALUATION OF BIDS	23-612
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This section contains policies and requirements with respect to the receipt and evaluation of bids.

HANDBOOK ENDS HERE

- .1 Upon receipt, each bid shall be noted with a separately identifiable bid number, the date and time of receipt.
- .2 All bids received prior to the time set for opening shall be kept unopened and secured in a locked receptacle.
- .3 All responses to IFB's shall be opened publicly and the relevant information announced to all parties present.
 - .31 IFB number.
 - .32 Submission date.
 - .33 General description of service being procured.
 - .34 Names of bidders.
 - .35 Prices bid.
 - .36 Any other information the county determines is necessary.